

CENTRAL INTELLIGENCE GROUP
Washington, D. C.

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MEMORANDUM
NUMBER 52

28 July 1947

SUBJECT: Call for Estimates Fiscal Year 1949

1. All Offices and/or Staff Sections of the Central Intelligence Group will submit estimates of required funds for the fiscal year 1949 (1 July 1948 - 30 June 1949) to the Budget Division, Budget and Finance Branch, A & M, on or before 15 August 1947 for inclusion in the regular budget of CIG.

2. Estimates will be submitted in two complete sets in the form and manner hereinafter described with regard to all objects of expenditure.

3. Each Office or Staff Section (except OSO) having installations or representatives in any location other than Washington shall submit separate estimates on behalf of the activity at each such location. Similarly, separate estimates are required for each distinct major project in process or proposed, showing fields of work or types of services rendered.

4. The Budget Division, Budget and Finance Branch, will furnish separately a sample budget for the information and guidance of those responsible for the formulation of the estimates. Budget Division analysts are also available for consultation with administrative officers in connection with the development of Office and Staff Section budgets. /Dial Extension

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GENERAL INSTRUCTIONS

5. Presentation will be lengthwise of the letter-size pages and adequate left-hand margins will be provided on each page to permit the use of Acco fasteners. The Office or Staff Section estimates must be presented in the same form and order as the sample, but must be prepared in greater detail. Special attention should be given to the preparation of justifications explaining and supporting the estimates for each object classification of expenditure, emphasizing specific, concrete, factual data and, where possible, citing actual work-load figures. To be useful, a written justification must be understood by all subsequent reviewers. Justification data to be included in the estimates are:

a. Statement of Authorization from which the functions and activities of the Office or Staff Section are derived, i.e., General Orders, etc.

b. Statement of Functions and Activities of the Office or Staff Section.

c. Statement of Coordination indicating the operating relationships between the Office or Staff Section and other units of CIG and between the Office or Staff Section and other departments and agencies of the Government.

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d. Statement of Objectives and/or Accomplishments, actual and proposed indicating need for and value of the service or product, etc. The necessity of the work should be demonstrated. Work measurement and unit cost data should be used wherever possible to relate work load to personnel. Where monthly reports of activity have been maintained, such reports provide a factual basis.

e. Organization Chart and Functional Chart clearly delineating lines of authority and distribution of activities within the component parts of the Office or Staff Section, supported by individual statements describing the activities of each such component.

f. Chart showing the flow of work through the various components of the Office or Staff Section. Work flow charts should clearly denote the flow of projects into and through the various components of each Office or Staff Section and the production or service contributed in the flow by each component. It is unnecessary to go into great detail with regard to the flow of papers and documents through the Office or Staff Section where such data would not contribute to an analysis of its main production goal or objective.

g. Detailed Justification of Vouchered Estimates by Object Classification

(1) 01 - Personal Services

(a) CIG Form 32-10 shall be used in preparing estimates personnel requirements. Separate sheets shall be used for each organizational unit within each Office or Staff Section, and for a consolidated recapitulation. The recapitulation may include, when necessary, summary totals for large organizational units under each Office or Staff Section.

(b) Positions will be divided into the following services or groups: Clerical, administrative, fiscal service; professional service; sub-professional service; crafts, protective and custodial service; and unclassified (including employees in permanent positions compensated on an hourly, daily, monthly or annual basis).

(c) All classes of positions whether occupied by Civil Service, Special Funds, "On Loan" from participating Agencies, or Armed Services personnel shall be listed on Form 32-10 by operating titles in order of authority within the organizational unit. In addition to the operating title, the Civil Service grade and salary shall also be stated for each position. Positions filled by Armed Services personnel will show the incumbent's rank or rating. Positions filled by "On Loan", Special Funds or by permanent Civil Service employees will be appropriately identified as such. Estimates of requirements for other specific types of civilian employees (i.e., temporary, part-time, consultant and WAE) will be shown on Form 32-10 with title, grade and salary as above. Class identification

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will be indicated by a check mark extended into the appropriate specific column for the class (temporary, WAE, etc.). Justification for the need of this personnel will be given in the statement of justifications preceding each Form 32-10, including information concerning the anticipated period of service, etc.

(d) Salaries stated on Form 32-10 shall be annual salaries for a forty-hour workweek at rates in accordance with the Classification Act of 1923, as amended, and the Federal Employees Pay Act of 1945, as amended by the Federal Employees Pay Act of 1946.

For fiscal year 1948, salaries for positions already occupied will be reported at the actual rates now being paid. For fiscal year 1949, the salary rates will include such adjustments as are necessary to allow for within-grade advances applicable to that fiscal year.

Salaries for positions now vacant and/or to be vacant at the beginning of fiscal year 1949 will be shown at the minimum for the grade during the applicable fiscal years.

(e) The estimates for all personal services on Form 32-10 will be preceded by a justification statement of the requirements for the personnel indicated on the form. The statement will cover all requirements for overtime and night differential. It will also set forth the amount of living and quarters allowances payable to United States citizens employed at foreign installations and the 25% territorial differential allowance payable at installations in the territories. Reference should be made to experience data on production showing qualitative information as to users and use of the product and quantitative data regarding units of production capacity required.

(f) CIG Form 32-10 may be requisitioned in the normal manner from the Supply Division, Services Branch.

(2) 02 - Travel

(a) Estimates for travel shall include transportation costs, per diem or subsistence during authorized travel status, and other expenses incident to travel which are to be paid by the Agency, either directly or by reimbursement to the traveler. A schedule of travel rates is given in Appendix 2, including cost elements of transportation, per diem, etc., between Washington and major foreign and domestic points.

(b) Dollar estimates should be based upon the number of trips to be performed to specific areas, and computed at rates provided by the cost of travel schedule. Complete justification must be furnished in form of statements of purpose for the anticipated travel to and within each area.

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(c) Estimates for employees transferring to installations outside of Washington shall be based upon amounts shown upon the travel schedule. Cost of transportation and per diem up to day of entrance on duty at such installation are included in these rates.

(d) Cost of transportation and per diem for employees officially stationed at locations outside of Washington, and that of employees transferring from such locations to Washington should be included in the estimates for travel submitted by or for such installations and shall be computed at the estimated scheduled rates.

(e) Within area travel will be based upon an estimated number of trips to be performed at rates per trip as estimated by the individual Office or Staff Section and shall be supported by a statement of purpose for travel within each area.

(f) In preparing estimates for travel, consideration must be given to possible travel of employee dependents. This estimate will be computed on transportation costs only.

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(3) 03 - Transportation of Things

(a) Estimates for the transportation of things shall include those charges which are paid or are to be paid directly by the Government and not by the vendor, whether such transportation be by land, air or water; as well as charges for the care of such things while in process of being transported. Such all-inclusive estimates for the transportation of things between Washington and various foreign areas are scheduled in Appendix 3.

(b) Costs involved in the transfer of material, supplies and equipment to be used or issued inside or outside the United States will be included in the estimates of the Services Branch.

(c) It will be the responsibility of the individual Office or Staff Section to supply justification of transportation costs incurred in the shipment and reshipment of administrative and operational supplies and equipment and household goods and personal effects of employees.

(4) 04 - Communications

(a) Estimates shall include costs of transmission of messages from place to place, such as tolls for land telegraph, marine cable, radio, wireless telegraph, and telephone services, and postage. They shall also include switchboard and service charges and telephone installation costs.

(b) Estimates for all charges in connection with telephone service in Washington will be prepared by the Services Branch.

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(c) Estimates for telephone service in field installations will be prepared jointly by the Office or Staff Section concerned and the Services Branch and shall be reported in the budget estimates submitted by the former.

(d) Telegram and cable costs estimates will be prepared by the Communications Division, OSO.

(e) Estimates for special services such as teletype, tele-crypton, telemeter, direct wire, tie-line service, etc., shall be prepared and justified by the Office or Staff Section having or desiring such service.

(5) 05 - Rents and Utilities

*Include something for Summary
ask from add. cost for 1949*

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(a) Estimates shall include charges for rental of space; for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

(b) Rents and utilities estimates covering all utilities and office and warehouse space now occupied and/or contracted for will be prepared jointly by the Services Branch and the Office or Staff Section concerned and shall be reported in the budget estimates submitted by the latter.

(c) Estimates for additional space and facilities for the fiscal year 1949 should be prepared and presented with the necessary justification by the Office or Staff Sections concerned.

(d) Estimates for field offices (except OSO) shall be contained in the estimates presented by or for those offices.

(e) Estimates for rental on a contract basis of special equipment and/or business machines will be fully justified and submitted by the Office or Staff Section concerned. The justification will include a description of the machine or equipment, the rental cost per period and the total estimated cost for fiscal year 1949.

*ask about pub. 1949
ask, get schedule from printing
ask MTR about map.*

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(6) 06 - Printing and Binding

(a) Estimates shall include printing of forms and letterheads, printing and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are included under this group.

(b) Estimates for printing and/or binding of forms, stationery, and routine office supply items will be made by the Services Branch.

(c) Special or unusual requirements for printing and binding which cannot be handled by CIG reproduction facilities, such as the need for special teletype paper and multiple leafed forms, maps, etc., should be

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set forth in detail by each Office or Staff Section, indicating the type of publication or material, the estimated number of items or copies, the unit and total cost of each publication, and the proposed use or distribution.

(7) 07 - Other Contractual Services

Include something for Services Branch to develop an spec. from this

(a) Requirements for procurement on contract of special supplies and equipment and/or special services shall be specifically stated and justified.

(b) Estimates for photographing and reproduction services, for advertizing and publication of notices and for the maintenance and repair of office buildings and warehouse facilities will be submitted by the Services Branch.

(c) Estimates for requirements of funds for special projects involving other Government Agencies and/or outside concerns shall be stated by specific project costs, identifying costs by object class in the same manner prescribed for the overall budget submission.

(d) Estimates for additional protection service furnished by the Public Buildings Administration upon a contractual basis will be prepared jointly by the Services Branch and the Executive for Inspections and Security.

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(8) 08 - Supplies and Materials

*ask [] about 15 notes & suggestions
submit to []
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(a) Estimates for normal office supplies and materials will be prepared by the Services Branch.

(b) Estimates for special supplies and materials peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

ask [] MI about []

(9) 09 - Equipment

(a) Estimates for office equipment will be prepared by the Services Branch.

(b) Estimates for operating equipment peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

(c) Estimates for purchase of motor vehicles will be prepared by the Services Branch, and will be supported by a full justification. Where replacement is proposed, the explanation shall set forth the year, model, and body type of the vehicles to be replaced, mileage, kind of use, and other pertinent information. Information must also be given as to the number of old vehicles still to be used and the estimated cost of maintenance and operation of such vehicles.

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(10) 10 - Lands and Structures

Estimates covering lands and interests in land, buildings and other structures and permanent improvements and additions when acquired under contract shall be prepared jointly by the Office or Staff Section concerned and the Services Branch, A & M.

h. Employee Health Program. Estimates for the cost of operating the agency health program, including the cost of health rooms operated by the agency for its employees (and employees of other agencies, if any) will be prepared jointly by the Medical Services Division, Personnel Branch, and the Budget Division, Budget and Finance Branch.

i. Special Funds

(1) Estimates for unvouchered (special funds) for the fiscal year 1949 should be submitted and justified on a project basis, as nearly as possible in the same manner as the Office or Staff Section estimates for vouchered funds.

(2) Justification for each project should include a brief outline of the project, number of personnel and amounts of materiel and supplies, and where possible the funds devoted to the operation during the past fiscal year; and should be specific in regard to the forecast of personnel and further requirements for fiscal year 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for
Administration and Management

Attachments: 3

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